CITY OF HOUSTON

Job Posting

1	*Applications accepted from:*	**ALL PERSONS INTERESTED**
2	*Job Classification*	**Technical Hardware Analyst III**
3	*Posting Number*	**PN# 109070**
4	*Department*	**HOUSTON EMERGENCY CENTER**
5	*Division*	**INFORMATION TECHNOLOGY**
6	*Section*	**N/A**
7	*Reporting Location*	**5320 N SHEPHERD**
8	*Workdays & Hours*	**M - F, 8 a.m. - 5 p.m.***

*Subject to change

9 *DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS*

Performs complex, highly skilled technical work in the design, installation, operation, maintenance and repair of computer hardware and data communications equipment or data analysis control systems.

Oversees the installation, maintenance, troubleshooting and repair of data communications networks or process control data networks. Identifies and selects equipment for purchase. Diagnoses data communications system failures; interfaces with vendors to resolve problems with various types of data communications facilities. Evaluates network design to make recommendations for improvement of performance; coordinates and provides training for installation and operation of network equipment. Analyzes malfunctions and repairs components of wide and local area networks. Maintains statistical reports on project status and inventory. Designs and maintains cable layout logs. Repairs and calibrates all components of process control systems or data communications networks; troubleshoots and repairs digital and analog electronic equipment to the component level. May lead other technical hardware analysts. Performs other duties as assigned.

10 *WORKING CONDITIONS*

This position routinely requires lifting of moderately heavy items, such as computers and printers or and/or very long periods of walking on rough surfaces on a routine basis. Will require support to 24/7 operations at HEC and HFDFire stations.

11 *MINIMUM EDUCATIONAL REQUIREMENTS*

Requires an Associate's degree in a computer science, instrumentation or electronics discipline or the equivalent, such as certification in a technical/specialty program of up to three years in duration. In lieu of degree requirement, extensive experience may be accepted.

12 *MINIMUM EXPERIENCE REQUIREMENTS*

Four years of experience in the design, installation, operation and/or maintenance of a computerized network or data analysis control system are required.

13 *MINIMUM LICENSE REQUIREMENTS*

Requires a valid class "C" Texas driver's license and compliance with the City of Houston's policy on driving. (AP 2-2)

14 *PREFERENCES*

None

15 *SELECTION/SKILLS TESTS REQUIRED*

None

16 *SAFETY IMPACT POSITION*　　**X Yes**　☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 *SALARY INFORMATION*

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 23

$1,308 - $1,802 Biweekly　　　　$34,008 - $46,980 Annually

18 *OPENING DATE*　　　　　　　February 22, 2006

19 *CLOSING DATE*　　　　　　Open Until Filled

20 *APPLICATION PROCEDURES*

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9496.

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